



Harvard Park Policies and Procedures:
**Recording and Reporting of accidents and
incidents**

49. Recording and reporting of accidents and incidents

Policy statement

Staff respond swiftly, appropriately and effectively to any health and safety incident within the setting. We follow the guidelines of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are not regarded as incidents and there are separate procedures for this.

The purpose of this policy is to also ensure that when an accident occurs at Harvard Park, appropriate action is taken and accurate information is recorded and communicated. All members of staff are responsible for ensuring that accidents and injuries are promptly, appropriately and in line with this policy.

The safety of every child is paramount, and every measure will be taken to prevent injury or harm. However, accidents and incidents may still occur, and the following procedures will be followed:

- The child will be comforted and reassured.
- The extent of the injury will be assessed, and if necessary, medical support or an ambulance called.
- First aid will be administered by a qualified paediatric first aider, if required.
- Once the child is settled, the parent/carer will be contacted and informed of the accident, where necessary, they may be asked to collect their child or meet staff at the hospital.
- A phone call will always be made to parents/carers to inform them of any accidents prior to collection of their child, particularly when there has been a head injury.

This policy will provide staff, employee's and parents/carers with information and guidance in the case of an emergency occurring.

In responding to an emergency, the aim will always be to ensure:

- Rapid and appropriate response is taken
- Accurate information is relayed to parents/carers and emergency services regarding the incident (if applicable)
- Normal setting routine is maintained as far as possible, offering continuity to the children
- Immediate support and clear guidance are offered by the management team

Accident and Incident definitions

Accident: An unintentional event resulting in injury, for example, tripping and falling

Incident: An event involving another person that result in injury or harm, for example, being pushed and falling as a result or biting.

After every accident/incident (however minor)

- An accident/incident report will be completed, signed and witnessed in detail outlining the circumstances surrounding the accident/incident.
- The parent/carer will be asked to sign the report, and a copy will be provided upon request.
- Parents/carers are taken to a quiet area to discuss what happened to ensure confidentiality.
- Where more than 1 child is involved, both children will have a report to fill out and be signed, however it will not disclose who the other individual was.
- All accidents/incidents are logged and evaluated at the end of each month.
- Patterns in accidents/incidents or injuries will be risk assessed and adjustments will be made to the area or routine to reduce the risk of further occurrences.

In the case of a head injury

- The parent/carer must be immediately contacted by phone.
- All staff in the child's educational room are notified that the child has bumped their head as to observe behaviours and look out for signs of concussion or deterioration in health

We follow the guidelines of:

RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

HSE – Health and Safety Executive

EYFS – Early Years Foundation Stage Statutory Framework.

If the accident/incident requires medical treatment or an ambulance call out

- Inform Ofsted immediately – or within 14 days at the latest, under standard 14.3 of the Children Act (significant events). This includes:
 - Anything requiring resuscitation.
 - A child being admitted to the hospital for more than 24 hours.
 - A broken bone or fracture.
 - A dislocation of a major joint (e.g., shoulder, elbow, hip, knee).
 - Any loss of consciousness.
 - Severe breathing difficulties, including asphyxia.
 - Any accident leading to hypothermia or heat-induced illness.
- Inform the setting's insurance provider
- Contact the Local Early Years Team for any additional advice or support.

First Aid

At Harvard Park, we are proud that 100% of our staff are trained in paediatric first aid. All staff renew their paediatric first aid certification every 3 years.

- First aid boxes are located throughout the settings and are clearly labelled.
- Each box contains an up to date and in date inventory of supplies.
- Overflow supplies are always available to replenish first aid kits when needed.

- The setting manager is responsible for ensuring all medical and emergency contact information in the children's files is accurate and up to date.
- The attending first aider is responsible for determining whether an injury can be treated in the setting or requires external medical assistance.

Procedures

Our Staff accident book:

- is kept in a safe and secure place.
- is accessible to our staff and volunteers, who all know how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.

Accident and incident sheets for children are available in every room and staff are aware of where to find these. Head injury sheets are not stock piled. Staff must inform management of any head injuries, and a head injury sheet is printed from the computer and taken with the setting manager who will help assess the child.

Procedures for dealing with accidents or incidents involving children

All accidents, incidents or injuries, no matter how minor, must be recorded. The same procedure applies to both accident and incidents.

- A staff member who witnessed the event completes the accident/incident/head injury report.
- The report must be written clearly and accurately.
- Accident and incident forms are readily available and must be completed immediately.
- Head injury forms are collected from the office, following informing Management of the occurrence.

The report must include:

- Whether it was an accident or an incident
- Date and time of the event.
- Name and Signature of the staff member who dealt with it.
- A clear description of the event
- A description of the care provided, for example, first aid or comfort.
- Name and signature of the staff member who provided care (must be paediatric first aid trained)
- Description of any injury (when applicable).
- Position of any injury illustrated using a body map.
- Witness signature
- Counter signature by a member of the management team
- Parent/Carer signature
- Indication of whether follow up medical advice is needed.

In some cases where a parent/carer is not picking up the child, a note is made to explain what process was taken to inform parents and an unsigned copy of the accident/incident sheet is sent home with the child. Parents/carers are then asked to sign the immediate next day.

In the case of an incident taking place:

- For the child who was injured or harmed – an accident form is completed.
- For the child who was at fault – an incident form is completed. By fault we mean, for example, the child who pushed or snatched.
- If both children were injured – an accident and incident form is filled out.

Details of other children involved must remain confidential.

Reporting accidents and incidents: Ofsted is notified as soon as possible, but at least within 14 days, of any instances which involve:

- food poisoning affecting two or more children looked after on our premises.
- a serious accident or injury to, or serious illness of, a child in our care and the action
- the death of a child in our care.
- Local child protection agencies are informed of any serious accident or injury to a child, or the death of any child, while in our care and We act on any advice given by those agencies.
- Any food poisoning affecting two or more children or adults on our premises is reported to the local Environmental Health Department.

We meet our legal requirements in respect of the safety of our employees and the public by complying with RIDDOR. We report to the Local Authority (LA). Please note that providers on school premises or domestic premises report to the Health and Safety Executive (HSE) – these may include and are not limited to:

- Any work-related accident leading to an injury to a member of the public (child or adult), for which they are taken directly to hospital for treatment.
- Any work-related accident leading to a specified injury to one of our employees. Specified injuries include injuries such as fractured bones, the loss of consciousness due to a head injury, serious burns or amputations.
- Any work-related accident leading to an injury to one of our employees which results in them being unable to work for seven consecutive days.
- All work-related injuries, no matter how minor, are recorded in the accident book in case of further complications following the injuries sustained in the accident.
- When one of our employees suffers from a reportable occupational disease or illness.
- Any death, of a child or adult, that occurs in connection with a work-related accident.

- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident, but could have done, such as a gas leak.
- Information for reporting incidents to the Local Authority or Health and Safety Executive is provided in Accident Record format. Any dangerous occurrence is recorded in our incident book (see below).

Incident book

- We have ready access to telephone numbers for emergency services, including the local police. Where we are responsible for the premises, we have contact numbers for the gas and electricity emergency services, and a carpenter and plumber. Where we rent premises, we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.
- We ensure that our staff and volunteers carry out all health and safety procedures to minimise risk and that they know what to do in an emergency.
- On discovery of an incident, we report it to the appropriate emergency services – fire, police, ambulance – if those services are needed.
- If an incident occurs before any children arrive, our manager risk assesses this situation and decides if the premises are safe to receive children. Our manager may decide to offer a limited service or to close the setting.
- Where an incident occurs whilst the children are in our care and it is necessary to evacuate the premises/area, we follow the procedures in our Emergency Evacuation Policy or, when on an outing, the procedures identified in the risk assessment for the outing.
- If a crime may have been committed, we ask all adults witness to the incident make a witness statement including the date and time of the incident, what they saw or heard, what they did about it and their full name and signature.
- We keep an incident book for recording major incidents, including some of those that that are reportable to the Local Authority or Health and Safety Executive as above.
- These incidents include but are not limited to:
 - a break in, burglary, or theft of personal or our setting's property.
 - an intruder gaining unauthorised access to our premises.
 - a fire, flood, gas leak or electrical failure.
 - an attack on an adult or child on our premises or nearby.
 - any racist incident involving families or our staff on the setting's premises.
 - a notifiable disease or illness, or an outbreak of food poisoning affecting two or more children looked after on our premises.
 - the death of a child or adult.
 - a terrorist attack, or threat of one.
 - a pandemic or epidemic.
 - severe weather that has caused an incident or damage to property

- staff, parent or visitor mugged or assaulted on site or in vicinity on the way to or from the setting
 - staff or parent threatened/assaulted on the premises by a parent or visitor
 - accidents due to any other faults (that are reportable under RIDDOR)
 - any event or information that becomes known, that may have implications for the setting or the wider organisation in the future use.
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- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, is also recorded.
 - In the unlikely event of a terrorist attack, we follow the advice of the emergency services regarding evacuation, medical aid and contacting children's families. Our Evacuation and/or Critical Incidences Policy will be followed. The incident is recorded when the threat is averted.
 - In the unlikely event of a child dying on our premises, through cot death in the case of a baby for example, the emergency services are called, and the advice of these services are followed.
 - The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

The following procedure applies:

1. Gather the children into one large group, they will be transported to safety. Dependent upon the situation the large group may be left with one or two adults whilst another adult deals with the emergency if applicable.
2. Children will be reassured.
3. Ensure all adults involved are aware of the situation.
4. Staff must remain calm
5. Assess the situation:
 - Make sure everyone is safe
 - What is the disruption?
 - Who is affected?
 - How has it affected you?
 - Will anyone else be affected by it?
 - Could it escalate into a larger incident potentially affecting others?
6. Determine if service can continue to be provided.
7. Parents/carers will be called at the first available opportunity.
8. Contact any contractors/partner organisations to inform them of the situation.
9. Contact any other service who are involved in the delivery of your service and inform them of the situation.
10. Ensure that you keep in regular contact with your staff and families.

Information Retention

All accident, incident and head injury forms are securely stored and retained for a minimum of 6 years in line with our Record keeping policy and following advice given to us by our local authority. In the case of an ambulance call out or notification to Ofsted, records are kept up until the child is 25 years of age.

This Policies and Procedures pack was adjusted by Harvard Park.

Date meeting was held on 30/04/2026

Signed on behalf of the Directors and Proprietors

Nicki Saunders and Tracey Milstead